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Office Memorandum • UNITED STATES GOVERNMENT

TO : ASSISTANT DIRECTOR FOR PERSONNEL

DATE: 3 August 1954

FROM : Chief, Military Personnel Division

SUBJECT: Air Force Reserve Mobilization Designation Program

1. Pursuant to recommendations made by General Cabell in Memorandum to the Chief of Staff, United States Air Force, dated 7 June 1954, the Department of Air Force, by Memorandum dated 6 July 1954, approved the establishment of an Air Force Reserve Mobilization Designation Program for Air Force Reservist civilian personnel of the Agency. The Department of the Air Force initially allocated [] officer and [] airman spaces for this program. It is understood that an increase will be given consideration when definite Agency mobilization requirements have been determined. A detailed discussion of the proposed administration of this program is attached at TAB A.

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2. It is proposed that this Mobilization Designee Program be developed substantially as follows:

a. Solicit applications from personnel now assigned to the [] for assignment to the program. A proposed letter to personnel of this Squadron is attached at TAB B.

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b. Advise Chiefs of Area Divisions of the formation of this program and request their assistance in the enrollment of Air Force Reservists under their control who are not members of the []. A proposed memorandum on this subject is attached at TAB C.

3. The procedures outlined have been coordinated with the Security Division and the Planning and Analysis Staff, AD/P.

4. It is requested that the procedures outlined at TABS B and C be approved for implementation.

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Colonel, AGC

Chief, Military Personnel Division

3 Incls

- 1-Tab A (Outline AF Mob Des Program)
- 2-Tab B (Proposed Ltr to AF Reservists)
- 3-Tab C (Proposed Memo to Area Div Chiefs)

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COORDINATE []

Concur [] (Security Division) Control/Staff
Concur [] (Planning & Analysis Staff, AD/P)

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SECRETADMINISTRATION OF CIA AIR FORCE RESERVE MOBILIZATION DESIGNATION PROGRAM

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1. By Memorandum dated 6 July 1954, subject "Proposed Program for Air Force Reserve Personnel, the Department of the Air Force approved the establishment of an Air Force Reserve Mobilization Designation Program for Air Force Reservist civilian personnel of the Agency. The Department of the Air Force initially allocated [REDACTED] airman spaces for this program, distri-

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[REDACTED]
It is understood that an increase will be given consideration when definite Agency mobilization requirements have been determined.

2. For purposes of administration only, these personnel will be assigned to Headquarters United States Air Force (Mobilization Designation Reserve Section - MDRS) for duty with the Office, Secretary of the Air Staff (field extension). Members physically located in the Washington Area will receive inactive duty training with the Composite Reserve Group of the Agency. In the case of personnel located outside the Washington Area and whose status will permit affiliation with a unit, every effort will be made to arrange an inactive duty training attachment to the nearest Reserve unit.

3. The Department of the Air Force has authorized the waiver of minimum participation requirements for personnel who are unable to participate in training for security or other valid reasons. When this waiver is certified by the Agency, such personnel will be retained in the Active Reserve and thus receive the 15 gratuitous points per year as authorized by law. While this will not constitute a satisfactory year of service toward retirement, the points accrued will be included in the computation of "active Federal service" at time of retirement under Public Law 810.

4. Personnel assigned to the Air Force Reserve Mobilization Designation Program will receive active duty training tours on an equal basis with all other Air Force Mobilization Designees. Personnel to fill authorized active duty training quotas will be selected by a board of officers convened within the Agency periodically. Insofar as practicable, Designees will serve active duty training tours with the Department of the Air Force in duties which closely relate to their occupational specialty.

25X1C

5. Air Force Reserve personnel employed by the Agency who are now participating in Reserve activities by assignment to the [REDACTED] will be transferred to the Mobilization Designation Program upon receipt of individual application. There are a number of such personnel within the Agency who apparently are not participating in a Reserve Program. It is probable that the majority are on duty outside the Washington Area or are on oversea assignment. Chiefs of Area Divisions will be requested to disseminate information regarding this program to eligible employees who, in their opinion, can be accepted for assignment without violating security.

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[REDACTED]

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**CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.**

SUBJECT: Air Force Reserve Mobilization Designation Program

TO:

1. Pursuant to an agreement reached between the Agency and the Department of the Air Force, personnel now assigned to the [REDACTED] [REDACTED] are to be transferred to an Agency Air Force Reserve Mobilization Designation Program.

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2. For purposes of administration only, these personnel will be assigned to Headquarters United States Air Force (Mobilization Designation Reserve Section - MDRS) for duty with the Office, Secretary of the Air Staff (field extension). Members physically located in the Washington Area will continue to receive inactive duty training with the Composite Reserve Training Group of the Agency.

3. Personnel assigned to the Air Force Reserve Mobilization Designation Program will receive active duty training tours on an equal basis with all other Air Force Mobilization Designees. Personnel to fill authorized active duty training tour quotas will be selected by a board of officers convened within the Agency periodically. Insofar as practicable, Designees will serve active duty training tours with the Department of the Air Force in duties which closely relate to their occupational specialty.

4. Since this transfer represents a change in Reserve designation, Department of Air Force Regulations require an application from each member before the transfer can be effected. Therefore, it is requested that the attached application forms be completed and submitted in triplicate to the Chief, Reserve Affairs Branch, MPD, Room 2305 L Building. In order that transfers may be expedited and quotas for active duty training tours secured at an early date, it is requested that your application be returned not later than fifteen days after receipt.

5. If you desire to be considered for an active duty training tour during this Fiscal Year it is requested that you complete the attached application for active duty and return it in triplicate along with your application for transfer to the Designee Program. In order to allow time for processing it is necessary that the effective date of the requested tour be subsequent to 30 September 1954.

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INSTRUCTIONS FOR SUBMITTING APPLICATION FOR ASSIGNMENT
TO AF MOBILIZATION DESIGNATION PROGRAM

PART A -- GENERAL INFORMATION

1. A mobilization designee is required to earn fifteen (15) points annually to retain designation, is not authorized inactive duty training pay, but is eligible for a fifteen day active duty tour subject to the availability of funds. Rated designees are not permitted to fly except that, during active duty tours, those designees occupying rated positions may participate in flying.
2. To obtain a satisfactory year for retirement purposes, any Reservist must accrue 50 points annually, regardless of training category, which includes 15 gratuitous points.

PART B -- APPLICATION

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3. The attached application should be forwarded in triplicate to [REDACTED]

4. Submission of an application does not guarantee assignment. Acceptance of an individual is based on requirements, the individual's experience, grade and professional qualifications.

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5. Item 11 - If there are reasons why your current mailing address should not be used, use the following: [REDACTED] Correspondence will be forwarded to you under appropriate cover.

6. Items 13, 13a and 13b - Leave blank.
7. Item 17 - Do not show Agency employment.
8. Item 18 - If retired pay or benefits are received for disability, you must undergo a complete medical examination at the nearest military facility, at no expense to the Government. Standard Forms 88 and 89 must accompany application. The Surgeon General, USAF, will determine qualification for assignment.
9. Item 20 - Show military security clearance only.

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DATE _____

SUBJECT: Application for Mobilization Designation

TO: Chief of Staff, Headquarters USAF, Washington 25, D.C., ATTN: AFPMP-R

1. GRADE: _____ 2. NAME: _____ 3. AFSN: _____
4. DATE OF BIRTH: _____ 5: PRIMARY AFSC: _____ 6. ADDL AFSCs _____
7. DATE & AUTH OF CURRENT RES APTMT: _____
8. AERO RATING: _____ 9. PRESENT RES ASGNT: _____
10. PERMANENT ADDRESS: _____ Phone: _____
11. MAILING ADDRESS: _____ Phone: _____
12. NO. OF DEPENDENTS: _____ 13. EMPLOYED AS: _____
13a. BY: _____ 13b. ADDRESS: _____ (Title)
(Employer) (Employer)
14. EDUCATIONAL BACKGROUND: (DEGREES, SCHOOLS & DATES)

15. MILITARY SERVICE SCHOOLS COMPLETED:

16. MILITARY SERVICE (DUTY, DATES, ORGANIZATIONS):

17. CIVILIAN EXPERIENCE (POSITIONS, COMPANIES, DATES):

18. I (do) (do not) receive retired pay from the U. S. Government, or benefits from the Veterans Administration. (If affirmative, explain percent of disability and cause.)
19. OFFICE WITH WHICH MOBILIZATION POSITION IS DESIRED: AFCSS
20. SECURITY CLEARANCE (TYPE, DATE, WHERE FILED):
21. "I agree to accept a mobilization designation, and will comply with participation requirements established for retention of such status".

(Signature)

APPLICATION FOR ACTIVE DUTY

(Grade) (Name) (AFSN)
(Street Address)
(City and State)
(Date)

SUBJECT: Short Tour of Active Duty

TO: (Appropriate Command)

1. Request that I be placed on active duty, effective _____ for the purpose of training/school training*.
2. The following information is furnished to assist you in processing this application:
 - a. Name, grade, and AFSN.
 - b. Permanent residence address.
 - c. Current home address or mailing address (if different from b above).
 - d. Aeronautical rating.
 - e. Flying status.
 - f. Service for longevity (to closest number of years).
 - g. Race.
 - h. Primary AFSC: _____ : Additional AFSC's: _____
 - i. Date of last period of extended active duty, active duty training, or school training**: _____ : Authority for the active duty: _____
 - j. Current Reserve assignment: _____ per _____
 - k. (am) (am not)* drawing a pension, disability allowance, disability compensation, retired pay, or retirement pay from the United States Government.
 - l. Remarks: _____

* Strike out words not applicable
** Whichever is the later

(Signature)

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Office Memorandum • UNITED STATES GOVERNMENT

TO : CHIEF, _____ DIVISION

DATE:

FROM : Assistant Director for Personnel

SUBJECT: Air Force Reserve Mobilization Designation Program

1. Pursuant to an agreement reached between the Agency and the Department of the Air Force, an Air Force Reserve Mobilization Designation Program has been made available to our civilian personnel who hold an Air Force Reserve appointment.
2. For purposes of administration only, these personnel will be assigned to Headquarters United States Air Force (Mobilization Designation Reserve Section - MDRS) for duty with the Office, Secretary of the Air Staff (field extension). Members physically located in the Washington Area will receive inactive duty training with the Composite Reserve Group of the Agency. In the case of personnel located outside the Washington Area and in oversea assignments and whose status will permit affiliation with a unit, every effort will be made to arrange an inactive duty training attachment to the nearest Reserve unit.
3. The Department of the Air Force has authorized the waiver of minimum participation requirements for personnel who are unable to participate in training for security or other valid reasons. When this waiver is certified by the Agency, such personnel will be retained in the Active Reserve and thus receive the 15 gratuitous points per year as authorized by law. While this will not constitute a satisfactory year of service toward retirement, the points accrued will be included in the computation of "active Federal Service" at time of retirement under Public Law 810.
4. Personnel assigned to the Air Force Reserve Mobilization Designation Program will receive active duty training tours on an equal basis with all other Air Force Mobilization Designees. Personnel to fill authorized active duty training quotas will be selected by a board of officers convened within the Agency periodically. Insofar as practicable, Designees will serve active duty training tours with the Department of the Air Force in duties which closely relate to their occupational specialty.
5. Air Force Reserve personnel employed by the Agency who are now participating in the Reserve Program by assignment to the [REDACTED] have been requested by individual letter to submit applications for assignment to this Mobilization Designation Program. However, there are a number of such personnel within the Agency who apparently are not participating in a Reserve program. It is probable that the majority are on duty outside the Washington Area or are on oversea assignments. 25X1C
6. Since it is considered essential that our experienced employees remain with the Agency in case of war or national emergency it is felt that the Reserve activity of Agency Air Force Reserve personnel should be restricted to participation in the Agency Mobilization Designation Program. Therefore, it is requested

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that information regarding this program be disseminated to all eligible personnel on duty with your Division who, in your opinion, can be accepted for assignment without violating security. In this connection, provisions have been made for covert personnel to use [REDACTED] instead of their current mailing address if necessary.

7. Records indicate that those individuals listed on the attached roster, on duty with your division, are eligible for assignment to this program. Application forms are attached in sufficient number for distribution to eligible employees. Since the allocation of funds for active duty training tours to be made by the Department of the Air Force will be based on the number of Reservists assigned to the Mobilization Designation Program it is highly desirable that applications be received at the earliest practicable date.

HARRISON G. REYNOLDS
Assistant Director for Personnel

2 Incls
1-Roster
2-Application Forms